

**Motion to Intervene**

**STEP 1** Select **Adversary** from the **Main Menu**, and then click on **Motions / Applications**.



**STEP 2** The **Case Number** entry screen displays.

A screenshot of the 'Case Number' entry screen. It features a text input field containing '04-2035'. Below the input field are two buttons: 'Next' and 'Clear'.

- ◆ **Case Number** - enter a case number in YY-NNNN format.
- ◆ Click on the **Next** button.

**STEP 3** The select the type of **motion/application** being filed screen displays.

A screenshot of the motion/application selection screen. It shows a list box with the following options: 'Default Judgment', 'Defer Filing Fee', 'Dismiss Adversary Proceeding', 'Dismiss Party', 'Enforce', 'Expedite Hearing', 'Extend/Shorten Time', and 'Intervene'. The 'Intervene' option is highlighted. Below the list box are 'Next' and 'Clear' buttons.

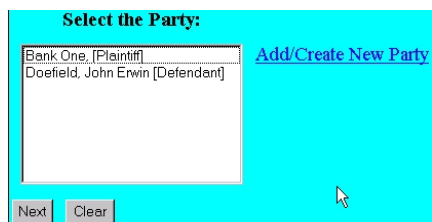
- ◆ Scroll down the list and highlight **Intervene**.
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** prompt displays.

A screenshot of the 'Joint filing with other attorney(s)' prompt. It shows a checkbox labeled 'Joint filing with other attorney(s)'. Below the checkbox are 'Next' and 'Clear' buttons.

- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click on the **Next** button.

**STEP 5** The **Select the Party** screen displays.



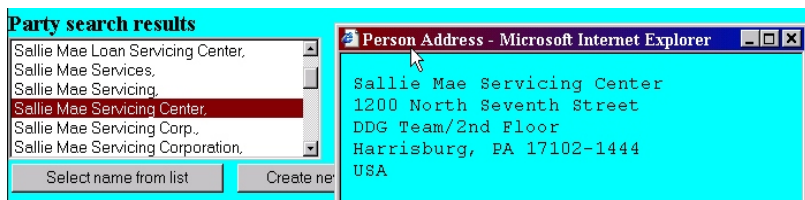
- ◆ If name of party appears, click on the name, click **Next** and proceed to **Step 10**.
- ◆ If name does not appear, click on **Add/Create New Party**, then click on **Next** and proceed to **Step 6**.

**STEP 6** The **Search for a party** screen displays.



- ◆ **DO NOT SEARCH** using the SSN (Social Security Number) or the Tax Id numbers.
- ◆ **Last/Business name:** enter at least one character of party's last name or business name, using upper or lower case characters (is not case-sensitive).
- ◆ Click on **Search**.

**STEP 7** The **Party search results** screen displays.



- ◆ If party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen, then click on **Select name from list** and proceed with **Step 8**.
- ◆ If party's name is not found, click on **Create new party** and proceed to **Step 9**.

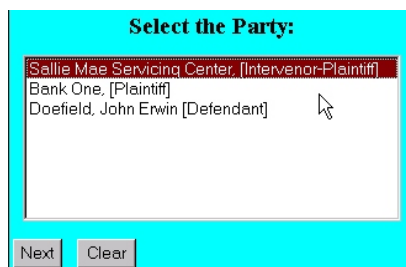
**STEP 8** The **Party Information** screen displays.

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- ◆ Click **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.
- ◆ Click on **Submit** to continue and proceed to **Step 10**.

**STEP 9** If you selected **Create New Party** from the *Select the Party* screen, a new **Party Information** screen displays.

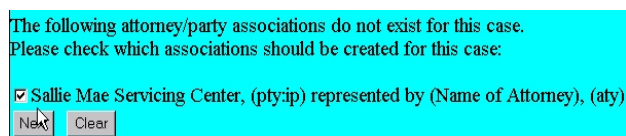
- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the [Tab] key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

**STEP 10** The **Select the Party:** screen with your party highlighted displays.

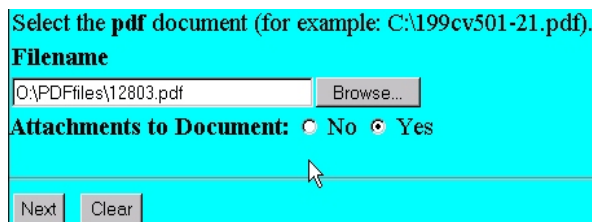


- ◆ Click on the **Next** button to continue.

**STEP 11** If the **Party Association** screen displays, check the box to associate you as the attorney for the party selected/added and click **Next** to continue.

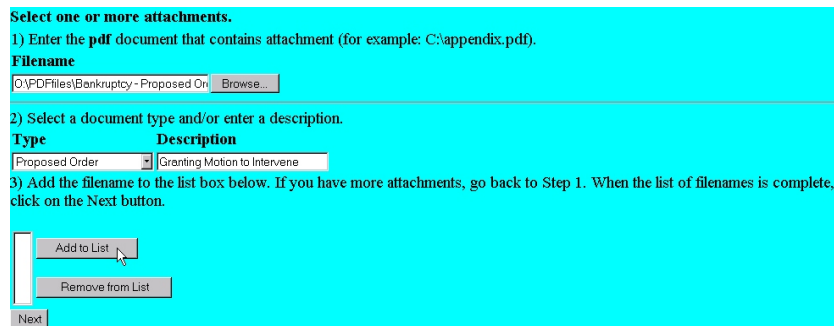


**STEP 12** The **Select the pdf document** screen displays.



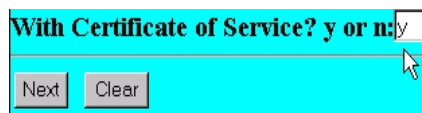
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the **Proposed Order** and any other documents, (e.g. an exhibit, appendix);
  - ▶ Click on the radio button next to 'Yes.'
  - ▶ Click on the **Next** button.

**STEP 13** The **Select one or more attachments:** screen displays. All pleading exhibits must be attached at this time.



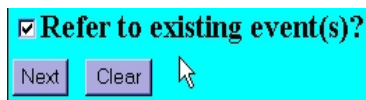
- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed or if no **Type** is found.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button when finished.

**STEP 14** The **With Certificate of Service** screen displays.



- ◆ Type a lowercase '**y**' or a lowercase '**n**' to indicate whether or not a **certificate of service** is included.
- ◆ Click on the **Next** button.

**STEP 15** The **Refer to existing event(s)** screen displays.



- ◆ Click on the box.
- ◆ Click on the **Next** button

**STEP 16** The **Select the Appropriate Event(s)** screen displays.

Select the appropriate event(s) to which your event relates:

- ☒ 08/03/2004 1 Complaint by Bank One against John Erwin Doefield, 426 (Dischargeability 523). Fee Paid \$150 (Attachments: # (1) Summons for Defendant John Erwin Doefield) ((Name of Attorney), )
- ☐ 08/03/2004 2 Motion by Plaintiff Bank One to Consolidate for Trial AP Case Number 04-2046 and AP Case Number 04-2033, with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Consolidate Cases for Trial) ((Name of Attorney), )
- ☐ 08/03/2004 3 Motion by Plaintiff Bank One for Default Judgment Against the Plaintiff with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion for Default Judgment) ((Name of Attorney), )

Next Clear

- ◆ Click in the box next to the related event.
- ◆ Click on the **Next** button.

**STEP 17** The **Modify Text** screen displays.

Docket Text: Modify as Appropriate.

Motion by Intervenor-Plaintiff Sallie Mae Servicing Center to Intervene Re: [1] Complaint with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Intervene) ((Name of Attorney), )

Next Clear

- ◆ Add additional text if appropriate.
- ◆ Click on the **Next** button.

**STEP 18** The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.

Docket Text: Final Text

Motion by Intervenor-Plaintiff Sallie Mae Servicing Center to Intervene Re: [1] Complaint with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Intervene) ((Name of Attorney), )

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

**STEP 19** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing  
The following transaction was received from (Name of Attorney), entered on 8/3/2004 at 4:28 PM EDT and filed on 8/3/2004  
**Case Name:** Bank One v. Doefield  
**Case Number:** [2:04-ap-02035](#)  
**Document Number:** [4](#)

**Docket Text:**  
Motion by Intervenor-Plaintiff Sallie Mae Servicing Center to Intervene Re: [1] Complaint with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Intervene) ((Name of Attorney), )

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**O:\PDFfiles\12803.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1019576470 [Date=8/3/2004] [FileNumber=14463-0] [0bc33d0e11c6e7849ab98bfb8eeb8ac3767609f1bdfc37d44b51de8e460171cd6b9f933fa022a7bf5f8187d37446535dcc44e8f653c32ad9dd820bad329729fd]]  
**Document description:**Proposed Order Granting Motion to Intervene  
**Original filename:**O:\PDFfiles\Bankruptcy - Proposed Order.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1019576470 [Date=8/3/2004] [FileNumber=14463-1] [d1084730634c3960cbb7037998fd8acbf0270bef076ab9566aa717684152338a1e5e160bc8b71c4e9944b732c79dae5012c7f2477e0ed3dbf6699e7497f99d7]]

[2:04-ap-02035](#) Notice will be electronically mailed to: